

Director's Administrative Procedures Effective August 2, 2004

- P-3-24. Employees in the medical pay plan shall be compensated based solely on performance as established in the required annual contract to be negotiated by July 1 of the contract year, or within 30 days of hire or movement within the medical pay plan for the remainder of the contract year. Employees are not eligible for any pay adjustments, such as the annual performance salary adjustment. Current performance contracts may be modified during the contract year but not compensation. Change in compensation shall only occur at the end of a contract period, unless an employee moves to another position, and may increase, decrease, or remain unchanged from the previous year. In the case of upward or downward movement in the medical pay plan, compensation must be no lower than the minimum or higher than the maximum rates of the new grade and a new contract must be negotiated for the remainder of the contract year. (Effective August 2, 2004; Statement of Basis and Purpose adopted May 27, 2004.)
- A. If no contract is negotiated, the existing contract continues and base pay stays the same until a new contract is negotiated. Employees in the medical pay plan may grieve the rate unless it is lower, which is then subject to appeal. If the employee moves into or out of the medical pay plan into another open-range class, the base pay shall be negotiated. (Effective August 2, 2004; Statement of Basis and Purpose adopted May 27, 2004.)
- P-4-8. Reinstatement is a discretionary appointment to the same or equivalent class from which a former certified employee resigned in good standing. The former employee may be reinstated to a related class with the same or lower grade maximum than the previous class. Effective August 2, 2004, the date the employee resigned shall not be a factor in determining eligibility for reinstatement. (Effective August 2, 2004; Statement of Basis and Purpose adopted May 27, 2004.)
- P-5-11. For purposes of restoration, current employees whose records establish they would have been eligible to reinstate except for the 5-year or 1-year limitations, shall have their leave earning and maximum accrual rates restored. However, leave balances shall not be adjusted nor shall previously accrued sick leave hours be restored. (Effective August 2, 2004; Statement of Basis and Purpose adopted May 27, 2004.)
- P-5-14. Permanent employees are granted up to eight hours (rounded to the nearest 1/100 of a hour and prorated for part-time employees pursuant to P-5-11) to observe each legal holiday designated by law, the Governor, or the President provided they work or are on paid leave the scheduled workday either before or after the holiday. If a holiday falls on a day a part-time employee is not scheduled to work, the employee is granted the prorated hours of holiday leave at a time determined by an appointing authority. Appointing authorities may designate alternative holiday schedules for the fiscal year. Failure to be at work or on paid leave either the scheduled workday before or after an alternate holiday results in forfeiture of one day of holiday pay. When a holiday is observed on their first or last regularly scheduled workday of the month, new employees, terminating employees, and employees going on or returning from leave without pay shall be granted holiday leave, provided they work or are on paid leave all other scheduled workdays of the month. (Effective August 2, 2004; Statement of Basis and Purpose adopted May 27, 2004.)
- P-12-13.1. Full-Time. A position scheduled and budgeted for 2080 hours per fiscal year. Any schedule for less than 2080 hours is part time. (Effective August 2, 2004; Statement of Basis and Purpose adopted May 27, 2004.)